

Paid Time Off Request Form

The Paid Time Off Request Form is used by staff, including research professionals and non-student temporary staff, to request paid time off in accordance with university policy and applicable laws. Certain types of paid time off require prior notification and approval of managerial staff and/or Human Resource Management and Development. The general paid time off eligibility/criteria below are intended to provide assistance to both staff and managers in defining the types of paid time off available. For detailed information regarding the administration of paid time off, consult the Manager's Toolkit and/or the Employee Handbook. For information on requesting a leave of absence such as FMLA, Military Duty Leave or Personal Leave, contact the Benefits department at 571-553-8382.

Requestor Name: _____

Department Name: _____

Paid Time Off Available (Hours): **Annual:** _____ **Sick:** _____

Documentation Attached: **Yes** **N/A**

This request for Paid Time Off is: **Approved** **Not Approved**

Manager's Signature: _____ **Date:** _____

Paid Time Off Type	Eligibility Criteria	Date(s) Requested	Hours/Days Requested
Annual (<i>Benefits eligible staff only</i>)	Employee is not in an Introductory Employment Period (IEP). Can be taken in advance of accrual.		
Sick (<i>All staff including non-student temporary</i>)	May be used for absences due to illness or medical treatment of the employee, child, spouse, domestic partner, stepchild, foster child, or dependent. Employee must have accrued sick time and cannot be taken in advance of accrual.		
Bereavement (<i>Benefits-eligible staff only</i>)	Up to three days of paid time off upon the death of a spouse, domestic partner, child, stepchild, foster child, parent, grandparent, sibling, parent-in-law, or child-in-law		
Jury Duty (<i>Benefits-eligible staff only</i>)	For employees summoned to jury duty. Documentation of the summons is required.		
Other Paid Time Off (<i>Benefits-eligible staff only</i>)	For time away from work for training or administrative reasons not covered under the other forms of paid time off not listed above.		